

To: SIGN APPLICANTS

OUTDOOR ADVERTISING CONSTRUCTION PERMIT APPLICATIONS

Submittal for an Outdoor Advertising Construction Permit Application (ITD FORM 1850) is to be made at the district office in which the sign is proposed along with a \$10.00 fee, and the following:

- ✓ A site plan with the following:
- ✓ Proposed sign structures
- ✓ Number each sign if applying for more than one (both existing and proposed).
- ✓ Indicate any buildings on the property.
- ✓ Provide distances from each sign to the front and side property lines.
- ✓ Indicate the right-of-way line. Right of way plan sheets can be obtained at each District office of the Idaho Transportation Department.*
- ✓ Sign elevations
- ✓ Copy of notarized lease from the property owner.
- ✓ Warranty Deed
- ✓ For assistance, please have ready – the highway or interstate number where the sign is to be located: I.E.; I-84 OR SH-55 and approximate Mile Post, i.e.; 23.45, or closest cross street.

THE PROPOSED SIGN SITE MUST BE STAKED OR MARKED IN AN OBVIOUS MANNER FOR FIELD INSPECTIONS.

APPLICATION REVIEW PROCESS

It is the policy of the Idaho Transportation Department's Outdoor Advertising Unit to review applications for completeness and compliance with Idaho Codes, IDAPA Rule, The Highway Beautification Act, 23 USC 131, 23 CFR 750 and the State of Idaho Agreement with the United States of America. A checklist derived from the applicable sections is utilized to assess the applications which are reviewed in a timely manner and in the order in which they are received. You will be given a sign identification number in association with your application. Applicants will be issued either a letter of approval or a letter of denial subsequent to the application review process.

Outdoor Advertising Permits expire annually on December 31st and are billed in advance of the expiration date.

Thank you.